



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 220-1	Subject: UNION CONTRACT
Reference: Local 4464	Page 1 of 1
Effective Date: 06/01/00	Revision Dates: 09/04/01; 06/17/02; 06/12/06; 04/22/08
Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established procedures to address labor/management concerns. This procedure also informs all staff of the Montana Federation of Probation and Parole Officers of the Collective Bargaining Agreement.

II. DEFINITIONS:

None.

III. PROCEDURES:

The Probation Parole Bureau will assume sound and mutually beneficial working relationships with its employees. Both parties recognize the need for continuous and reliable service to the public.

PROCEDURE:

RESPONSIBILITY:

- | | |
|---|----------------|
| 1. The contract agreement is reviewed at least annually. | P&P Officer/RA |
| 2. Issues of concern are given to Supervisor or shop steward for discussion at the Quarterly Labor/Management meeting. | P&P Officer |
| 3. For an employee who has met all requirements, the POII/Regional Administrator (RA) will complete <i>P&P 220-1 (B) Request to Implement A Career Increment</i> upon completion of the employee's annual evaluation for placement on the proper pay increment. This form is forwarded to the Human Resources for processing. | RA/POII |

IV. CLOSING:

Questions concerning this procedure shall be directed to the RA.

Attachments:

P&P 220-1 (A) Union Contract (Computerized copy. Signed copies are available at the local Probation & Parole Office or by contacting the Union. The contract is also available on the Internet under the Department of Administration, State Personnel Division.)

P&P 220-1 (B) Request to Implement A Career Increment – Broadband Pay